

GUIDELINES FOR ADMISSION OF PhD STUDENTS TRANSFERRING FROM ANOTHER NZ UNIVERSITY

Where a student has commenced their PhD at another University in New Zealand and wishes to continue their PhD at Victoria the following will apply:

1. They must meet Victoria's entry requirements and be formally admitted to the University.
2. They should apply via the online application process (<http://www.victoria.ac.nz/fgr/prospective-phds/how-to-apply>). Applications will be processed outside the standard application rounds using the "exception route". Applicants should also ensure they confirm via email to pg-research@vuw.ac.nz once they have completed their application and must provide a statement explaining the reasons for requesting a "transfer".
3. In addition the application must be accompanied by the following supporting information from the relinquishing University:
 - Academic transcript
 - Progress reports
 - A statement from the current supervisor (or Head of School if that supervisor has left) confirming that there are no IP issues
 - Ethics approval (if applicable) – this will also have to go through the Victoria approval process
 - Scholarship status (if applicable)
4. For the application to be considered, the Admissions Office will need evidence from the School that is accepting the student that appropriate supervision is available and that the Head of School and the Associate Dean (PGR) agree to accept the student. (Use the standard approval form.) Final approval of the transfer is by the Dean of the Faculty of Graduate Research who may liaise with the relevant Dean at the relinquishing University.
5. The Associate Dean (PGR) should liaise with the Dean FGR and once the transfer is approved the Admissions Office will issue an offer of place and the standard process will apply.

NOTES:

1. On admission and enrolment for a PhD at Victoria the transferring student will be provisionally registered and must meet the School's requirements for full registration.
2. The student is required to attend a PhD Orientation session.
3. Irrespective of the amount of time a student has already spent on a PhD at another University, the minimum registration period, before submission of the thesis for examination at Victoria, is 24 months full-time (36 months half-time).
4. Transferring students wishing to apply for a Victoria Doctoral Scholarship may do so in one of the regular funding rounds. The award of any scholarship will be adjusted to take into consideration time already spent on the PhD.
5. International students will be required to obtain the appropriate visa and must meet the attendance requirements to qualify for domestic fee status.